



National Civil Service League

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September 22, 1970

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Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

Please accept this most cordial invitation to nominate outstanding employees for the League's 17th yearly Career Service Awards.

The entire public service benefits greatly from this awards program, and we look to your leadership to assure that top quality candidates are nominated. To carry out the true spirit of the program, nominations are open to all personnel, men and women, including field staffs. All grades and occupations are eligible, so we would hope that you could give consideration to the full range of your personnel.

John D. Roth, Director of the Civil Service Commission's Office of Incentive Systems, will deliver announcements in quantity to your personnel office. Nominations are due at the National Civil Service League by November 23, 1970, and we look forward to your early response.

The Career Service Awards Banquet will take place on April 23, 1971, and we hope that you will be able to attend as our honored guest.

Sincerely,

Mortimer M. Caplin

MMC:sc

Enclosures

Career Service Awards

ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS



National Civil Service League

INSTRUCTIONS TO AGENCIES NOMINATING CANDIDATES

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in this announcement. They must be employed in one of the career services of the federal government or by their records be clearly identified as career employees making government service their lifework.

WHAT TO SUBMIT. Each agency and department head may nominate *three* (for agencies employing more than 100,000 *four*) candidates by submitting:

1. FOUR COPIES of a written statement, no more than five pages in length containing:
 - A. Justification in detail for the nomination in terms of the primary considerations noted as the basis for selection.
 - B. Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
 - C. Comments on the candidate's participation in professional, social and civic activities and organizations.
2. PICTURES of the candidate: four 8" x 10" glossy prints.
3. FIFTY COPIES (*original must be signed by agency head*) of a summary statement preferably one page long, but two pages will be accepted organized as indicated below:

NAME, TITLE AND GRADE	LENGTH OF SERVICE
BUSINESS ADDRESS & PHONE #	MARITAL STATUS
RESIDENCE ADDRESS & PHONE #	DATE & PLACE OF BIRTH
EDUCATION AND DEGREES (INCLUDING NAMES OF SCHOOLS)	
CHRONOLOGICAL SYNOPSIS OF CAREER SERVICE PROGRESSION, SHOWING TITLE & GOVERNMENT ORGANIZATIONS	
BRIEF STATEMENT SETTING FORTH IN SUMMARY THE SUBSTANTIVE ACHIEVEMENTS WHICH QUALIFY THE CANDIDATE FOR CONSIDERATION AND INDICATING THE AGENCY HEAD'S PRIMARY REASON(S) FOR SUBMITTING THE CANDIDATE'S NAME.	

NOTE: Supplemental material may be submitted, but the material above should stand on its own.

Submit materials to: National Civil Service League
1028 Connecticut Ave., N.W.
Washington, D. C. 20036

CAREER SERVICE AWARDS

PURPOSE

This National Civil Service League program strengthens the public service by bringing national recognition to significant careers in the federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

THE AWARD

The Career Service Award recipients will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

BASIS OF SELECTION

1. Efficiency and achievement
A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.
2. Character
A record of integrity and devotion to the principles of public service.
3. Service
At least ten years—this may include military service and employment in state or local, as well as federal, governments.

Leaders Praise Public Service and League

"The National Civil Service League is to be commended for an unwavering commitment to the improvement of the Government service. I am pleased to see that the League is working to help modernize state and local merit systems and to create positions in career public employment for the disadvantaged under merit principles."

RICHARD M. NIXON

"I was deeply proud to participate in the ceremony honoring the National Civil Service League's Career Service Awards winners. It is always a pleasure to see reward given to those public servants, so dedicated and a credit to their country."

LYNDON B. JOHNSON

"The National Civil Service League, by its selection and acclaim of outstanding award winners, made a valuable contribution to better public understanding of our career service."

JOHN F. KENNEDY

"The National Civil Service League is to be commended for its efforts to strengthen the public service and for its program of bringing national recognition to significant careers in the Federal Service."

DWIGHT D. EISENHOWER

"We are all indebted to the League and its members for their untiring work in helping to improve Civil Service systems throughout the nation."

HARRY S. TRUMAN

Career Service Awards

- *To Stimulate able young people to choose government careers*

- *To Encourage all in government to pursue excellence*

- *To Promote public appreciation of quality in government*

- *To Honor career civil servants for significant contributions*

NATIONAL CIVIL SERVICE LEAGUE
1028 Connecticut Ave., N.W.
Washington, D. C.

[202] 659-4714

STATINTL

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